



NEIGHBOR VOLUNTEER OFFICE

Volunteerism: The Spirit of Fort Lauderdale



VOLUNTEER BACKGROUND SCREENING POLICY



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Background Screening Policy

For the safety and well being of each and every participant in the City of Fort Lauderdale programs and events, it shall be the policy to obtain and utilize criminal history record checks for the purpose of screening all prospective volunteers, instructors and contractors. This screening process will determine suitability for access to children, elderly and disabled persons.

All volunteers, instructors and contractors will be required to sign and fully complete a written application and waiver form allowing the City of Fort Lauderdale to order an individual criminal history records check. All volunteers, instructors and contractors must be legal residents of the United States. Any volunteer, instructor or contractor that fails to submit and fully complete the signed consent form shall forfeit their consideration for a position. All forms must be submitted by the deadline, which is no later than one (1) week prior to the beginning of the program/event unless otherwise noted. Each criminal history record check shall be valid from June 1 to May 31 annually. Screenings processed during the months of April and May proceeding the June 1 date will qualify for the upcoming period.

Process

An applicant must complete a Background Screening Form and submit to the facility manager or event coordinator for review. A signed VECHS Waiver Form must accompany the application.

The City of Fort Lauderdale Neighbor Volunteer Office has selected a fingerprint system provider, Volunteer & Employee Criminal History System (VECHS) to perform criminal history records check in accordance by regulations set forth by the Florida Department of Law Enforcement (FDLE). The City of Fort Lauderdale Neighbor Volunteer Office reserves the right to change providers of criminal history background checks at any time, without notice.

The background screening includes the following:

- Social Security Verification
- Fingerprinting Trace
- Criminal History Record Check

The Office will receive criminal history record information within an estimated 48 hours. The City of Fort Lauderdale Neighbor Volunteer Office then will determine whether the applicant is an eligible volunteer.

Should information be found that would prevent an applicant from being accepted, the submitting staff person, or program coordinator, will issue a denial letter to the applicant in a confidential manner.



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The applicant is responsible for taking appropriate action to have the results of the criminal history record report corrected if they believe information was reported in error.

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All screened volunteers, instructors and contractors must identify themselves, at all times, in the performance of their duties by wearing and displaying a City issued Identification Badge. Failure to wear City issued Identification Badge will result in removal from program or event.

Detailed Infractions List

An individual applicant shall be disqualified from positions as a volunteer, instructor or contractor with the City of Fort Lauderdale, if they have ever been found guilty or entered a plea of guilty, for any of the following:

- A. Any Felony involving violence
- B. Any Felony involving a minor
- C. Any Felony involving a sexual offense

Should any pending charges described in "A", "B", or "C" be uncovered, or should any charges be brought against an Applicant while he/she is volunteering, instructing or working as a contractor the Applicant shall be suspended from serving as a volunteer, instructor or contractor until such time as the charges have been cleared or dropped and he/she is reinstated by the Human Resources Director.

In addition, the Applicant shall be disqualified if he/she has been found guilty or entered a plea of guilty, for any of the following within the past seven (7) years:

- D. Any Misdemeanor involving violence
- E. Any Misdemeanor involving a Minor
- F. Any Misdemeanor involving a sexual offense
- G. Any Felony not listed under "A", "B", or "C"

In addition, the Applicant may be disqualified for a history of repetitive conduct or for other offenses by the Human Resources Director based on evidence that such conduct or offense indicates it is inappropriate for Applicant to work with youth, elderly or disabled persons because Applicant may be harmful to youth, elderly or disabled persons

Individuals who have been found guilty or entered a plea of guilty for any sexual offense involving a child under the age of 13 will not be able to volunteer and will not be eligible to request an appeal.



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Appealing Decisions

Any Applicant denied because of the results of a background screening may request in writing an appeal of the decision to the Human Resources Director. The decision of the Human Resources Director will be final.

In reviewing a decision Human Resources Director shall examine the following criteria:

1. Errors that may have been made on the criminal history report.
2. Length of time since offense/conviction.
3. Whether applicant was under the age of 18 when the offense/conviction occurred.
4. Other evidence that indicates the Applicant is qualified to work with youth, elderly and disabled persons.

ADOPTED November 1st, 2006 and amended on January 6th, 2010, September 21st, 2010, and September 10th, 2013.

Neighbor Volunteer Office | City Hall 100 North Andrews Ave.
5th Floor, Fort Lauderdale, FL 33301 Phone 954.824.VOLU(8658)





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VOLUNTEER BACKGROUND SCREENING INSTRUCTIONS

Dear Volunteer:

Thank you for contributing your time, talent and resources as a volunteer to make the City of Fort Lauderdale the hometown we all want to work, live, play and raise children.

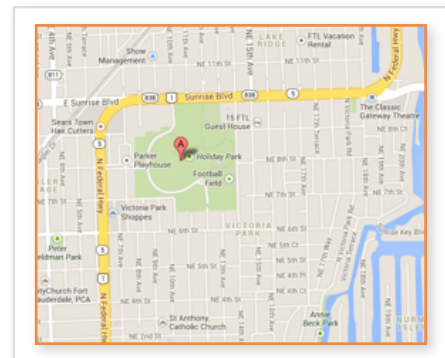
Please be aware that the background screening will be done **only** on **Tuesday** from **1:00 p.m.-4:00 p.m.**, **Wednesday** from **9:30am - 12:30pm** and **4:00pm - 6:30pm**, **Thursday** from **1:00pm - 4:00pm** and **5:30pm - 7:30pm** or **Saturday 9:00am - 11:30am** at the Holiday Park Social Center at 1150 G. Harold Martin Drive, Fort Lauderdale, 954 828-5383.

A valid Driver's license or State issued I.D. is required. Please present this document to staff. You are being screened for a volunteer opportunity with the City of Fort Lauderdale's Neighbor Volunteer Office.

Yours in City Service

Jorg Hruschka
Chief Service Officer

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<http://www.fortlauderdale.gov/volunteer>

